

# Exit interview form

We appreciate you taking a few minutes to answer the following questions. Please be as honest as possible. While we may share some of this information with management, individual responses will remain confidential to the Human Resources department, and will not be held against you.

_____	_____ / _____ / _____
Employee name	Date
_____ / _____ / _____	_____ / _____ / _____
Date of hire	Last date of employment
_____	_____
Job title	Department

## 01 Please rate your direct supervisor on the following

	Excellent	Good	Fair	Poor
Clearly communicated expectations				
Held weekly or biweekly 1:1 meetings to discuss my projects and work				
Provided consistent and regular feedback about my work				
Provided leadership, guidance and motivation to the entire team				

For any items not marked "Excellent," please explain why:

\_\_\_\_\_  
\_\_\_\_\_

**02 Please rate the company’s benefits, perks and workplace experience**

	Excellent	Good	Fair	Poor
Healthcare, dental and vision insurance coverage				
Life insurance				
401(k) plan				
Flexibility and work-life balance				
PTO policy (including vacation, sick days and paid holidays)				
Workspace and equipment				
Company-sponsored events				

**For any items not marked “Excellent,” please explain why:**

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**03 Please rate the company’s benefits, perks and workplace experience**

	Agree	Agree Somewhat	Disagree
The job description provided an accurate representation of the duties your role entailed			
I feel I was well-trained and set up for success			
I feel my compensation was fair for my role and responsibilities			
I was provided opportunities for advancement throughout my employment			
My role and responsibilities changed dramatically throughout my employment			
My role allowed me to apply my best skills and use of my greatest strengths			

**For any items not marked “Agree,” please explain why:**

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**04 Please rate the company on the following**

	Excellent	Good	Fair	Poor
Communication with employees regarding updates and changes				
Communication with employees regarding internal opportunities				
Communication of company mission, vision and objectives				
Cross-department communication, collaboration and cooperation				
PTO policy (including vacation, sick days and paid holidays)				
Communicating and upholding company culture				

**For any items not marked "Excellent," please explain why:**

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**05 Please rate the following statements as true or false**

	True	False
I would consider returning to the organization in the future		
I would feel comfortable referring someone else to work here		

**06 Why are you choosing to leave the company?**

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07 Is there anything we could have done that would have changed your decision to leave?

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08 Other feedback (optional)

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**Thank you for your time!**

We wish you the best of luck in your future endeavors.